

*D.P. Case File*

*File*

[Redacted]

18 September 1961

*9/20* STAT

MEMORANDUM FOR: Chief, CI/[Redacted]

SUBJECT : Records Control Schedule for IOG

1. The Records Administration Staff has completed preparation of a Records Control Schedule for IOG and, in accordance with their memorandum (attached), have sent it via this office for concurrence prior to delivery to you. I should like to point out that previous records control schedules in the Clandestine Services have almost uniformly failed in their purpose of controlling the accumulation of records and become virtually a paper exercise without real meaning. In our opinion, this happens because the schedules, in whole and in part, are not assigned to specific individuals for attention and continuous implementation. In this case, I would like to suggest that you assign the schedule to Mr. [Redacted] with whom I have discussed the matter, and, of course, give him your support in connection with any further allocation of the responsibility within IOG.

2. This schedule describes and provides for the disposition of your records as they are now established. It will have to be revised to cover records accumulated in the future under the uniform filing system which I understand you are now developing. I have discussed this proposed filing system with [Redacted] and strongly recommend your support of his approach which will provide a uniform system for records use and maintenance on the part of all IOG personnel. This office, of course, intends to work closely with [Redacted] in "officializing" your system and arranging that the complete spectrum of CS records, those located elsewhere and incoming as well, be made available to IOG for exploitation.

[Redacted]  
IO/P Records Management Officer

Attachments:

- Records Control Schedule
- Memo to IOG from CIA/RAS

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS